



ATTACHMENT A SERVICE TO PROVIDE LIGHTING SYSTEM AND RELATED PRODUCTION SERVICES

SCOPE

The City of Rockville is soliciting competitive quotes to provide lighting systems and production services for a main stage for its "Hometown Holidays" festival to be held on Saturday, May 25, 2013 through Sunday, May 26, 2013.

BACKGROUND INFORMATION

"Hometown Holidays" is the City of Rockville's largest annual festival. The three-day outdoor event attracts over 50,000 to Rockville's Town Center. Activities include main stage concerts, the "Taste of Rockville" featuring food from local restaurants, kids activities and a parade. This year's festival is placed in a town center atmosphere including retail, restaurants, and residents and the City shall have final say in lighting levels.

COMPETITION INTENDED

It is the City's intent that this solicitation permits competition. It shall be the bidders responsibility to advise the City's Purchasing Division, telephone (240) 314-8430 if any language requirements or specifications restrict or limit competition. Such notification must be received by the City Purchasing Division not later than two (2) calendar days prior to the due date.

EVENT TIMELINES

Main (Regal) Stage:

Main stage entertainment at "Hometown Holidays" takes place on Saturday, May 25, 2013 and Sunday, May 26, 2013 from 2:30 P.M. to 10:00 P.M. (EST). The main stage lighting system shall be operational by **11:00 AM.** (EST) on May 25, 2013 before the first musical performance.

The Main (Regal) Stage Schedule Is As Follows:

Saturday, May 25, 2013

| | |
|--------------------------------|--------------------|
| 02:30 P.M. to 04:00 P.M. (EST) | Ted Garber |
| 04:30 P.M. to 06:00 P.M. (EST) | Shane Gamble |
| 06:30 P.M. to 08:00 P.M. (EST) | The Dirty Guv'nahs |
| 08:30 P.M. to 10:00 P.M. (EST) | Sunny Sweeney |

Sunday, May 26, 2013

| | |
|--------------------------------|--|
| 02:30 P.M. to 04:00 P.M. (EST) | Blaggards |
| 04:30 P.M. to 06:00 P.M. (EST) | King Soul |
| 06:30 P.M. to 08:00 P.M. (EST) | The Nighthawks |
| 08:30 P.M. to 10:00 P.M. (EST) | The Waiting – A Tribute to Tom Petty & The Heartbreakers |

East Montgomery Stage:

The East Montgomery stage entertainment at "Hometown Holidays" takes place on Saturday, May 25, 2013 and Sunday, May 26, 2013 from 2:00 P.M. to 7:00 P.M. (EST). The stage lighting system shall be operational by **12:00 P.M.** (EST) on May 25, 2013 before the first musical performance. The system is setup

and turn on only and does not require an operator from the lighting provider. This system is to provide stage lighting under the tent where the East Montgomery stage is placed. A city stage technician will be available to adjust lighting levels if necessary throughout the day

The East Montgomery Stage Schedule Is As Follows:

Saturday, May 25, 2013

| | |
|--------------------------------|-------------------------|
| 02:00 P.M. to 03:00 P.M. (EST) | The Woodshedders |
| 03:30 P.M. to 05:00 P.M. (EST) | Honky Tonk Confidential |
| 05:30 P.M. to 07:00 P.M. (EST) | Kelly Bell Band |

Sunday, May 26, 2013

| | |
|--------------------------------|---------------------|
| 02:00 P.M. to 03:00 P.M. (EST) | Dale & the Z Dubs |
| 03:30 P.M. to 05:00 P.M. (EST) | The Weber Brothers |
| 05:30 P.M. to 07:00 P.M. (EST) | Lloyd Dobler Effect |

Hungerford's Tavern Stage:

The Hungerford's Tavern stage entertainment at "Hometown Holidays" takes place on Saturday, May 25, 2013 and Sunday, May 26, 2013 from 2:00 P.M. to 10:00 P.M. (EST). The stage lighting system shall be operational by **11:00 P.M.** (EST) on May 24, 2013 before the first musical performance. The system is setup the evening prior to the event to allow for focus and programming to occur after dark. This system is to provide stage lighting under the tent where the Tavern stage is placed and in the area in front of and around the dance area. A city stage technician will be available to adjust lighting levels if necessary throughout the day and a lighting director/programmer is required onsite from 6pm-10pm to operate the system for the evening acts (which occur after dark)

The Hungerford's Tavern Schedule Is As Follows:

Saturday, May 25, 2013

| | |
|--------------------------------|------------------|
| 02:00 P.M. to 03:00 P.M. (EST) | Dixie Power Trio |
| 03:30 P.M. to 05:00 P.M. (EST) | The Dirty Pints |
| 07:00 P.M. to 10:00 P.M. (EST) | Sons of Pirates |

Sunday, May 26, 2013

| | |
|--------------------------------|----------------------------------|
| 02:00 P.M. to 03:00 P.M. (EST) | Radio Caroline |
| 03:30 P.M. to 05:00 P.M. (EST) | The 19 th Street Band |
| 07:00 P.M. to 10:00 P.M. (EST) | DJ- TBA |

Maryland Stage:

The Maryland stage entertainment at "Hometown Holidays" takes place on Saturday, May 25, 2013 and Sunday, May 26, 2013 from 2:00 P.M. to 10:00 P.M. (EST). The stage lighting system shall be operational by **11:00 A.M.** (EST) on May 25, 2013 before the first musical performance. This system is to provide stage lighting under the tent where the Maryland stage is placed and in the area in front of and around the dance area including lighting 16 trees on the street. A city stage technician will be available to adjust lighting levels if necessary throughout the day and a lighting director/programmer is required onsite from 6pm-10pm to operate the system for the evening acts (which occur after dark)

The Hungerfords Tavern Schedule Is As Follows:

Saturday, May 25, 2013

| | |
|--------------------------------|------------------|
| 02:00 P.M. to 03:30 P.M. (EST) | The Blaggards |
| 04:30 P.M. to 06:00 P.M. (EST) | David Wax Museum |
| 06:30 P.M. to 8:00 P.M. (EST) | Jah Works |
| 08:30 P.M. to 10:00P.M. (EST) | Chopteeth |

Sunday, May 26, 2013

| | |
|--------------------------------|-------------------|
| 02:00 P.M. to 03:30 P.M. (EST) | Hillbilly Gypsies |
| 04:30 P.M. to 06:00 P.M. (EST) | Donegal X-Press |
| 06:30 P.M. to 8:00 P.M. (EST) | Christylez Bacon |
| 08:30 P.M. to 10:00P.M. (EST) | Lionize |

RAIN DATE

There is no rain date for the event.

SYSTEM REQUIREMENTS – GENERAL

The City requires a lighting system to meet the festival needs for all acts and for all listed stages for this event;

MAIN (REGAL) STAGE

| Quantity | Item |
|----------|--|
| 96 | Par 64 cans (1000 watts each) 48 minimum upstage, 48minimum downstage |
| | Please have all Par's Pre-gelled with: Purple, Red, Yellow, Blue, Amber. NO GREEN. |
| 10 | 8-Elipsiodal fixtures for performer specials: Focus position to be determined .Elipsoidal fixtures to light "Hometown Holidays" banner hung on the upstage wall of the stage. |
| 2 | Audience Blinders (mounted to downstage truss) |
| 1 | Lighting console – must have no less than 60 programmable channels, with faders and "bump" buttons |
| 1 | Lighting Console programmer/operator for the show |
| 2 | Lighting Technicians (minimum for setup and strike) |
| 1 | Competent Rigger (may double as above lighting technician) |
| 1 | Genie lift or rope ladder to access trusses for focus |
| | All equipment must be in top working condition |
| | All cables, dimmers, spare lamps, chain motors, span sets, fall protections, consoles, fanes, safety cables, tails, power distro, turn around to make this system fully operational. |

The Regal stage is a Stageline SL250 mobile stage with rear and side wind walls. The lighting vendor must coordinate with the staging vendor on allowable rigging loads and setup timing details for the morning of Saturday May 25th. In the past it has worked well to have the rigger onsite at the time the roof was going up to land motor points from stage level then for the primary load in to. The Stage will be fully available to Lighting to setup concurrent with Audio at 9am on May 25th. Soundchecks begin at 11am and focus may occur during soundchecks but all lights must be in place by the start of soundchecks.

E. MONTGOMERY STAGE

| Quantity | Item |
|----------|---|
| | 24 par cans mounted onto 4 Socapex 6 bars in Silver. Pre-gelled with: Purple, Red, Blue, Amber |
| | Hanging brackets or mounts to affix to standard tent framing tubes (Thomas style hanging brackets) |
| | 24 way dimmer rack (1200w per is acceptable) DMX 512 compatible with inputs for at least 4 Socapex multi cables |
| 1 | 50' 5 pin DMX control cable |
| 2 | Socapex multi cables at 50' |
| 2 | Socapex multi cables at 100' |
| 1 | Technician to hang and setup lighting |
| | Feeder or Tails as appropriate to power Dimming System |
| | All equipment must be in top working condition and must include spare lamps as typically required. |
| 1 | DMX lighting control console to allow level adjustment to lighting system with at least 12 separate faders able to control 24 dimmers |

The lighting at the East Montgomery stage may be set up beginning at 6:30am on Saturday May 25th and setup must be complete by 12 noon. This stage is located within a large tent with the platform stage at the far end. 2 bars of par cans hung for behind the stage from the tent frame and 2 bars of par cans hung from tent framing in front of the stage. The lighting stays in place with no operator aside from city staff who can adjust levels as needed throughout the day. This stage shuts down prior to sunset.

HUNGERFORD'S TAVERN STAGE

| Quantity | Item |
|----------|---|
| | 24 par cans mounted onto 4 Socapex 6 bars in Silver. Pre-gelled with: Purple, Red, Blue, Amber |
| | Hanging brackets or mounts to affix to standard lighting truss |
| | 24 way dimmer rack (1200w per is acceptable) DMX 512 compatible with inputs for at least 4 Socapex multi cables |
| 1 | 50' 5 pin DMX control cable |
| 1 | Multi cable set as needed to interconnect system |
| 1 | Control console adequate to program conventional and moving lights. |
| 1 | Lighting programmer/operator to setup and run system. |
| | Feeder or Tails as appropriate to power Dimming System plus one 8' 3phase cam lock jumper set and cam t's as needed to provide power split (this will power a small city provided Edison distro for city provided lighting and all stage audio (100amp 3 phase) |
| | All equipment must be in top working condition and must include spare lamps as typically required. |
| 2 | Genie ST24 or equivalent ground support towers – appropriate guy wires/ropes to secure. House right has tower lights to affix to via roundslings (vendor must provide) and house left has several trees to anchor to or spikes may be driven. |
| 2 | 10' sticks of 12" or 20.5" lighting truss rigged one stick each onto the genie lifts located house left and right |
| 2 | 4 Moving head lighting fixtures- Martin Mac 700profile, 2000profile or equivalent. (High End Systems, Clay Paky, Martin or approved equivalent) |

The lighting at the Hungerford Tavern stage may be set up beginning at 6:00pm on Friday May 24th and setup/Programming must be complete by 10pm. This stage is located within an outdoor lot. The stage is a platform deck with a tent over it. 2 bars of par cans hung for behind the stage from the tent frame and 1 bar of par cans and the two moving head lights hung per section of truss each left and right. These fixtures are out of doors and it is understood that their operation is weather contingent. The lifts should be lowered and bagged/tarped overnight. The lighting stays in place with no operator aside from city staff who can adjust levels as needed throughout the day and an operator will need to be onsite by 6pm for the evening (after dark) performances when the lighting will read.

The city will have some lighting in this area provided by the city consisting of bar tent lighting and logo gobo's projected onto the wall and tent roof/walls near this stage. Those fixtures will be setup concurrently to the Friday night setup of vendor lighting for this stage venue. The city Production Manager will be onsite to liaise with the lighting vendor about programming requests and focus areas.

MARYLAND STAGE

| Quantity | Item |
|----------|--|
| 2 | Front of house lighting positions via pipe and base trees, tripod trees, or truss towers. Or approved substitution |
| 2 | 8- Par 64 1kw NSP lighting fixtures or ETC Souce 4 Ellipsoidal lighting fixtures for front of house positions (4 per side) or approved substitution |
| 4 | Par 64 1kw WFL lighting fixtures or ETC Souce 4 Ellipsoidal lighting fixtures for Front of house positions aimed onto street audience/dancing area. May be LED. Or approved substitution |

| | |
|----|---|
| 12 | minimum Par 64 cans 1kw WFL for rear lighting position. Hangers for fixtures to affix to rear of tent. May be LED or halogen. Or approved substitution |
| 16 | LED color changing uplighting into trees lining Maryland ave. These may be via par type fixtures or LED panel fixtures (Colorblast type) or approved substitution |
| 1 | power distribution, control cables. Wireless DMX or wired is acceptable. Dimmers for all conventional fixtures |
| 1 | control console for lighting system |
| 1 | Lighting director/programmer/operator |
| | Feeder or Tails as appropriate to power Dimming System |
| | All equipment must be in top working condition and must include spare lamps as typically required. |

The lighting at the Maryland stage may be set up beginning at 8:00am on Saturday May 25th and setup must be complete by 12 Noon. This stage is located on Maryland Ave. with a platform stage 20'x24' with a tent built on top of it. The city production manager will be onsite to confer during setup about positions and front of house lighting setup. The lighting stays in place with no operator aside from city staff who can adjust levels as needed throughout the day and an operator will need to be onsite by 6pm for the evening (after dark) performances when the lighting will read.

Note:

Contractor shall contact the City production manager at least 3 weeks prior to the engagement to advance the lighting requirements. The City will provide contact details.

The main stage lighting system shall be installed on a Stageline SL250 mobile stage.

DESCRIPTIVE LITERATURE REQUIRED

Respondents are required to furnish with their quote, descriptive literature and detailed specifications for each item offered. Failure to provide this information may result in the disqualification of your quote.

ORAL INTERPRETATIONS TO QUESTIONS

All technical questions pertaining to the specifications and/or equipment, or the finding of any discrepancy in or omission from the specification shall be directed to Colleen McQuitty, Special Events Manager via telephone at 240-314-8606. Verbal explanations or instructions given by a City employee to the respondent will not be binding by the City unless confirmed in the form of a written addendum.

Information given, in response to a request, may be furnished to all potential respondents in the form of an addendum to the Request for Quote if such information is deemed necessary for the preparation of quotes, or if the lack of such information would be detrimental to potential respondents. Addendums, when issued by the Purchasing Division will be considered as being binding on the City. Requests for information must be received within two (2) calendar days of the due date.

SETUP AND REMOVAL

Main Stage

Contractor shall deliver equipment on Saturday, May 25, 2013, at 7:00 A.M. (EST) with all equipment operational and ready for the first main stage sound check at 11:00 A.M. (EST) on Saturday, May 25, 2013. Please note: Contractor has between 11:00 A.M and 1:00P.M. for final focus. Full lighting system must be operational and focused by 1:00 P.M.

Contractor shall arrive at 10a.m. on Sunday, May 26, 2013. Full lighting system must be operational and focused by 1:00 P.M.

As a convenience, the City of Rockville will provide security at stages between 10:00 P.M. (EST) on Saturday, May 25, 2013 and 10:00 A.M. (EST) on Sunday, May 26, 2013. Security will also be provided for the Hungerford Tavern Stage from 3:00pm (EST) on Friday May 24th until 9:00A.M. (EST) on Saturday May 25th. This convenience shall in no way be construed to relieve the Contractor of any storage responsibilities, or any liability for the Contractor's equipment on behalf of the City or any third party providing the security.

All equipment must be removed from the site immediately following the The Waiting performance, with the site cleared by 2:00 A.M. (EST) on Monday, May 27, 2013.

CONTRACTOR RESPONSIBILITIES

Contractor shall provide for employees and public safety at all times.

If unavoidable delay is expected or encountered in arrival (e.g. – traffic, accident, etc.), the Contractor shall immediately notify the City so that appropriate schedule changes and announcements can be made.

Contractor shall perform this contract as an independent contractor and shall not be considered an agent of the City of Rockville, nor shall any employees or agents of the contractor be considered an agent of the City.

The Contractor shall be responsible for damage to the City of Rockville's, the general public's, or any other third party event service provider's equipment and/or property by its work, negligence in work, and/or its personnel equipment. The Contractor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing the service.

The Contractor shall provide all labor and equipment necessary to perform this work. All employees of the Contractor shall be no less than 18 years of age, and shall be experienced in the type of work performed. No visitors, wives, husbands or children of the Contractor's employees will be allowed in the work area during the course of this work, unless they are bonafide employees of the Contractor, the City of Rockville or one of the performing acts.

The Contractor's employees provided to perform this service, shall be fluent in the English language.

The City of Rockville is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by Contractor's employees while in the performance of this service is prohibited. Violation of this requirement shall constitute grounds for termination of this contract. In addition, Contractor employees shall observe the City's and Montgomery County, Maryland smoking policies.

It is the intent of the City of Rockville to purchase goods, equipment, and services having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

The services provided under these specifications shall be performed using the latest methods and practices in current use, by the industry.

All equipment, items and services not specifically mentioned which are necessary for this service to be performed, or which are normally furnished, as standard, shall be provided by the Contractor. All equipment, items and services shall conform and be used in accordance to the accepted Standard of the Industry.

SAFETY AND CLEANLINESS

Contractor shall provide for a neat, clean, and safe environment at all times during all work, as determined by the City of Rockville. All vehicles, trailers, and other equipment must be in proper working order and a neat, clean appearance, as determined by the City of Rockville.

Employees of contractor shall be of neat appearance and conduct themselves in a professional manner while working for the City of Rockville, as determined by the City of Rockville. Whenever the contractor leaves a location, that location shall be clean, safe, and free of any tools and other materials related the work, as determined by the City of Rockville.

Any applicable manuals, including operating and preventative maintenance instructions, shall accompany equipment and be made available to the City upon request during the course of this work. Warnings and safety precautions shall be clearly indicated. Safety plaques or decals shall be affixed at any hazardous area, in accordance with industry standards and government regulations.

The City of Rockville reserves the right to control lighting and sound volume and to take any action which, in its discretion, is necessary to preserve order before, during, or following this type of an event.

REPAIRS

MINOR REPAIRS: The City may assist the Contractor with minor repairs as necessary in order to maintain equipment during the event. Minor repairs are defined as repairs requiring no parts, or when purchase of parts does not exceed \$25.00 for any one repair. In such an instance, any labor will be furnished by the City.

MAJOR REPAIRS: The Contractor shall assume the cost of all major repairs to the equipment except those resulting from willful negligence by the City only, damage resulting from fire, theft, vandalism and/or acts of God are the responsibility of the Contractor. Major repairs are defined, as those not covered in the paragraph above.

INSURANCE

The successful contractor must obtain and keep in force and effect during the term of the contract insurance coverage as specified within the Request for Quote, to include endorsements where applicable.

The City of Rockville does not carry insurance on equipment for this type of an event. If the Contractor does not wish to personally assume the risk of loss or damage, insurance against such loss or damage should be purchased at the Contractor's expense, and included in the quoted price. The City of Rockville will not pay deductibles or other costs associated with a Contractor's loss.

TRAVEL & PER-DIEM

Any and all costs associated with travel related expenses (e.g. – airfare, meals, mileage, lodging, per-diem, etc.) are the responsibility of the Contractor and should be factored into the price of the quote.

REFERENCES

Respondents are to provide with their quote, on the attached form provided by the City three (3) references for similar services they have provided within the last five (5) years and the last two (2) contracts completed by the respondent. Failure to provide references with the quote may be cause for determining a respondent non-responsive. Respondents who do not have the required experience may not be considered for award.

ASSIGNMENTS

Neither this contract nor any interest therein nor claim there under shall be assigned or transferred by the contractor except as expressly authorized in writing by the City and no contract shall be made by the contractor with any other part for furnishing any of the products or services herein contracted for with the written approval of the City.

CANCELLATION

This contract is subject to cancellation by the City of Rockville only, without penalty, either in whole or in part with twenty-four (24) notice, up to ten (10) calendar days prior to the date of the event.

INVOICING

Invoices shall be submitted upon completion of the event and shall include a detailed breakdown of all charges. The City will pay all such invoices promptly unless any items thereon are in question, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The City of Rockville does not pay deposits or any other form of advances partial payment for this type of service.

COMPLIANCE

This contract shall be performed in accordance with contract specifications. The City of Rockville will decide all questions, which may arise as to the quality or acceptability of service performed and the manner of performance, the interpretation of the specifications and the acceptable fulfillment of the contract on the part of the Contractor.



ATTACHMENT B
PRICING INFORMATION FOR UNFORESEEN NEEDS

The City has made a good faith effort to describe and specify all of the services that will be required. Charges for any additional services, which have not been considered shall be included in the total price of the job, as well as, specified and itemized below, otherwise the charges shall become the responsibility of the Contractor.

NOTE: This page shall be returned with the quote. Failure to return this page with the quote may result in disqualification.

| <u>DESCRIPTION OF CHARGE</u> | <u>PRICING</u> |
|---------------------------------|----------------|
| 1. Other Charges: Specify _____ | _____ |
| 2. Other Charges: Specify _____ | _____ |
| 3. Other Charges: Specify _____ | _____ |
| 4. Other Charges: Specify _____ | _____ |
| 5. Other Charges: Specify _____ | _____ |

ADDITIONAL INFORMATION

Provide any additional information you wish to bring to the City's attention with regard to this quote, the individuals who will be performing the services, or the bidder's overall qualifications.

Respondent's Name: _____

Date: _____

ATTACHMENT C**REFERENCES**

The respondent shall be a competent and experienced contractor with an established reputation within the community. The respondent shall have performed similar work for a minimum period of five (5) years. He shall furnish a representative list of three (3) projects involving work as specified, as well as, the last two (2) contracts completed. The respondent shall have adequate technically qualified personnel employed within his organization to perform all phases of contract requirements. Ability to meet the foregoing experience requirements shall be considered by the City in determining the responsibility of the respondent. Failure to submit the required information with the Request for Quote may be cause for rejection of the Quote.

The City may make such investigation, as it deems necessary to determine the ability of the respondent to furnish the services and the respondent shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any quotes if the evidence submitted by or investigation of such respondent fails to satisfy the City that such respondent is properly qualified to carry out the obligations of the contract and deliver the service herein.

LIST OF THREE (3) PROJECTS INVOLVING WORK AS SPECIFIED:

1. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

2. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

3. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____

ATTACHMENT C - CONTINUED

LAST TWO (2) CONTRACTS COMPLETED:

4. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____
5. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____